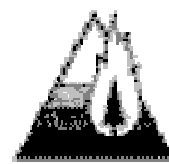


NORTHERN ROCKIES COORDINATING GROUP



FIRE TRAINING PROGRAM

October 11, 2002

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NORTHERN ROCKIES COORDINATING GROUP FIRE TRAINING PROGRAM

I. Mission

The mission of the Northern Rockies Coordinating Group (NRCG) Fire Training Program is to:

Provide and assure quality Wildland Fire Suppression, Incident Management, Aviation Management, Fire Use and Fuels Management training responsive to the needs and direction of the Northern Rockies Coordinating Group's member agencies.

In accomplishing this mission the program develops national, regional and local courses; presents 25-30 Interagency courses annually; and participates in special projects as requested.

II. Organization

The Training Program involves ten participating agencies who share in the expenses based on degree of participation. These agencies include:

Forest Service
National Park Service
Bureau of Indian Affairs
Idaho Department of Lands
Bureau of Land Management
Montana County Firewardens
North Dakota Forest Service
U.S. Fish and Wildlife Service
Montana Disaster and Emergency Services
Montana Department of Natural Resources and Conservation

Zone Training Coordinators and Unit Training Representatives assist with identification of training needs, coordinate training, and facilitate communications between local units and the Northern Rockies Training Center (NRTC). The seven Zone Coordinators, the NRCG liaison and technical specialists form a training committee which is responsive to the agencies.

The Training Manager manages the Program and NRTC. Three Training Specialists are responsible for the Wildland Fire Suppression and Incident Management, Aviation Management, and Fire Use and Fuels Management Training Programs, respectively. An Administrative Assistant and Training Clerk provide clerical support. Subject matter experts from the participating agencies assist in course development, course presentations and special projects.

The Training Committee Charter, Zone and Units, Zone Training Coordinators and Unit Training Representatives Duties and NRTC Organization Chart are included in the Appendixes.

III. Responsibilities

A need analysis, position shortages, and direction are the primary ways of determining what courses are to be presented. Local units and zones are responsible for presenting the 100, 200 and selected 300 level Wildland Fire Suppression and Incident Management courses and all individualized study courses. NRTC is responsible for presenting the selected 300 and 400 level courses and other types of courses as identified at the Spring Training Committee meeting. A zone may present a NRTC course by coordinating with NRTC Training Specialist responsible for the specific program. The NRTC Training Specialists are responsible to monitor their courses for quality as are the Zone Training Coordinators and the Unit Training Representatives.

Allocations are distributed for each course to be presented by multiplying the zone needs by the percent of total course needs able to be met (class size/total course needs). City, county and private individuals are treated as a separate category and their funding a state responsibility.

If a zone has more nominations than it is allocated these should be included in the prioritizing and submitted. Courses are under allocated to allow room for outside the Northern Rockies nominees, unanticipated zone needs, transfers, etc., and a zone may not fill all their allocations. Also, if a student cancels, the next prioritized individual from the zone is selected if within the original allocation.

Nominations to NRTC courses are prioritized and submitted through the Zone Training Coordinator on the NWCG Interagency Training Nomination form and selections made by the established selection process. Cancellations of selected nominees are communicated through the Zone Training Coordinator.

Selection and successful completion notifications are posted on the Northern Rockies Training Center's web page and the students are notified directly.

Except for nominations to National Advanced Resource Technology Center (NARTC) courses, nominations for courses held outside the Northern Rockies Area are submitted through the Zone Training Coordinator to NRTC. The Training Committee screens and prioritizes the nomination prior to forwarding them on to the appropriate training organization. All NARTC nominations are submitted through agency channels unless stated differently in their catalog.

All nominations and any communications referring to the nominations which are submitted electronically should be sent to: IBM:r1 nrtc(for forest Service nominations), r1_nrtc@fs.fed.us (for all other nominations).

Position Task Books (PTBs) are initiated by the local Qualifications Committee. Training requirements include completion of all mandatory Training Courses prior to obtaining an initiated PTB. An individual should not be given a position performance assignment if additional training is necessary to acquire the skills and knowledge required to perform the tasks of a position.

The Calendar of Events, Nomination and Selection Processes, Non NRTC Nomination Process, Cadre Travel Expense Process, Billing Procedures and Guidelines, PTB Procedures and Performance Evaluation Program are included in the Appendixes.

IV. Funding

Costs of the Interagency Training Program are shared by all participating agencies. Program costs include 75% of NRTC staff wages, and all costs for cadre travel.

Cadre members travel expenses are paid as described in the Course Cadre Travel Expense Process included in the Appendixes. Instructors may be reimbursed to cover assistance for periods outside their tour of duty. Non-NRTC staff course coordinators are reimbursed an agreed upon amount.

Cost sharing is computed by multiplying an agency's past three-year average percent of student participation by the current year program cost. A new Northern Rockies Coordinating Group member's cost share for the first three years is computed by multiplying their current year percent of student participation by the current year program cost.

This cost share computation method allows agencies who have been a member of NRCG for more than three years to know their training costs at the beginning of the fiscal year. It also eliminates the process of each agency tracking their nominations and leaves the process to the zone interagency committees.

An annual billing is computed using these figures minus credits and sent to partner agencies upon completion of the training season.

A tuition charge of \$300 is assessed for course attendance by individuals who are not from NRCG participating agencies within the Northern Rockies.

APPENDIXES

TRAINING COMMITTEE CHARTER

PURPOSE:

The committee contributes toward meeting the Wildland Fire Suppression, Incident Management, Aviation Management, Fire Use and Fuels Management Interagency training needs in the Northern Rockies. This committee is to maximize the benefits to all the NRCG member agencies by coordinating efforts which will facilitate the development, presentation and evaluation of Interagency training.

AUTHORITY:

The NRCG identified the need for a training committee to serve as a forum to facilitate the development, presentation and evaluation of Interagency training. The committee will make recommendations to the NRCG.

MEMBERSHIP:

The committee will be made up of seven Zone Training Coordinators, the NRCG liaison and technical specialists as needed. The Zone Training Coordinator will represent all agencies and units within the zone. At every other Spring meeting a new chairperson will be selected by the committee to serve a two-year term. The following rotation will be used to facilitate this selection: SCZ, NWZ, NIZ, NDZ, SWZ, CMZ, EMZ. NWZ will Chair starting, Spring 2001 and rotation will continue respectively.

OBJECTIVES:

The mission of the Training Committee is to facilitate quality Wildland Fire Suppression, Incident Management, Aviation Management, Fire Use and Fuels Management Interagency training responsive to the needs of member agencies. To accomplish this mission the committee will:

1. Identify needs for Interagency training, courses development and special projects.
2. Evaluate effectiveness of Interagency training.
3. Review the Interagency Training Program.
4. Communicates with NRTC, zones and units on day-to-day Interagency training business.

OPERATING PROCEDURES:

1. The committee will meet annually in the spring and fall and as needed.
2. Decisions will be made by consensus of committee members.
3. The committee will report to the NRCG annually at its spring meeting or as otherwise requested.

ZONES AND UNITS

CENTRAL MONTANA ZONE (CMZ)

Helena Dispatch Area

Helena National Forest
Central Land Office
Bureau of Reclamation
Disaster and Emergency Svcs
Broadwater County
Helena Indian Alliance
Jefferson County
Lewis & Clark County
Meagher County
Disaster and Emergency Services

Dillon Dispatch Area

Beaverhead/Deerlodge National Forest
Dillon Unit (CLO)
Headwaters Resource Area
Big Hole Battlefield
Grant-kohrs Ranch
Red Rocks National Wildlife Refuge
Beaverhead County
Madison County
Dillon Resource Area (BLM)
Bureau of Reclamation

Great Falls Dispatch Area

Lewis & Clark National Forest
Blackfeet Agency
Chippewa Cree Tribe
Disaster and Emergency Services
Pondera County
Toole County
Benton Lake NWR

Conrad Unit (CLO)
Fort Belknap Agency
Great Falls Field Office (BLM)
Glacier County
Teton County
Cascade County

EASTERN MONTANA ZONE (EMZ)

Custer National Forest
Eastern Land Office
Northeastern Land Office
Southern Land Officer
Miles City District
BLM State Office

Crow Agency
Fort Peck Agency
Northern Cheyenne Agency
Charles M. Russell NWR
Lewistown District
BIA Area Office

NORTH DAKOTA ZONE (NDZ)

North Dakota Forest Service
North Dakota Game & Fish Dept
North Dakota State Office
Bureau of Reclamation
J. Clark Salyer NWR
Corps of Engineer
Audubon NWR
Chase Lake NWR
Long Lake NWR
Upper Souris NWR

Dakota Prairie Grasslands
Theodore Roosevelt National Park
Fort Totten Agency
Turtle Mtn. Agency
Fort Union Trading Post NHS
Fort Berthold Agency
Arrowwood NWR
Des Lacs NWR
Tewaukon NWR
North Dakota Dispatch Center

NORTH IDAHO ZONE (NIZ)

Idaho Department of Lands	Coeur d'Alene Tribe
Clearwater National Forest	Kootenai Tribe
Nez Perce National Forest	Nez Perce Tribe
Idaho Panhandle National Forest	North ID Fire Chiefs Ass.
Coeur d'Alene Field Officer	Cottonwood Resource Area
Kootenai NWR	

NORTHWEST MONTANA ZONE (NWZ)

Flathead National Forest	Flathead County
Kootenai National Forest	Lincoln County
Northwest Land Office	Lake County
Glacier National Park	Plains Unit (NWLO)*

* Physically located in a different zone.

SOUTH CENTRAL MONTANA ZONE (SCZ)

Gallatin National Forest	Gallatin County
Beartooth Ranger District	Park County
Yellowstone National Park	Bozeman Unit (CLO)

SOUTHWEST MONTANA ZONE (SWZ)

Bitterroot National Forest	Flathead Agency
Lolo National Forest	Garnet Resource Area
DNRC Forestry	Southwest Land Office
Missoula County	Ravalli County
Powell County	Granite County
Deerlodge County	FS RO, AFD, MTDC, and Labs
Mineral County	Silver-Bow County

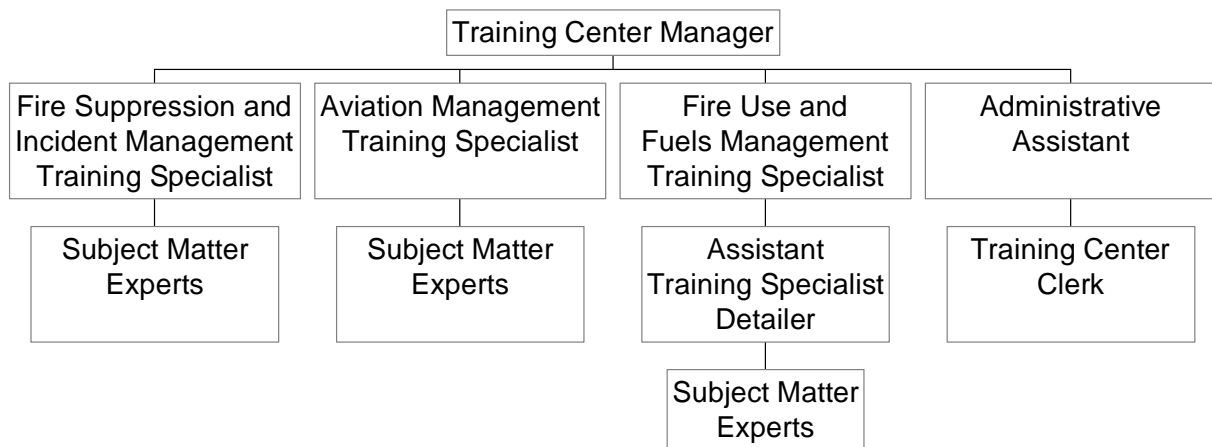
ZONE TRAINING COORDINATOR'S DUTIES

- Compiles and submits the Zone's Fire Management training needs.
- Analyzes and identifies other priority training needs.
- Reviews, prioritizes and submits nominations to NRTC.
- Coordinates with the appropriate NRTC Training Specialist to present any course NRTC is responsible to present.
- Develops a Zone Training Schedule.
- Coordinates individualized study courses.
- Monitor Zone training for quality.
- Coordinates day-to-day Fire Management training business for the Zone.
- Communicates with units in the zone on fire training issues and information.
- Acquaints new Unit Training Representatives of duties and responsibilities.
- Serves as a member of the Northern Rockies Coordinating Group's Training Committee.

UNIT'S TRAINING REPRESENTATIVE'S DUTIES

- Compiles and submits the Unit's Fire Management training needs.
- Submits nominations to the Zone Training Coordinator.
- Coordinates thru the Zone Training Coordinator with the appropriate NRTC Training Specialist to present any course NRTC is responsible to present.
- Coordinates individualized study courses.
- Communicates with the personnel on fire training issues and information.
- Monitor unit training for quality.
- Coordinates day-to-day Fire Management training business for the Zone.

Northern Rockies Training Center Staff



CALENDAR OF EVENTS

FEB-MAR	ZONE NEEDS COMPILED	ZONE TRNG COORD
MAR	COURSES IDENTIFIED	TRNG COMMITTEE
MAR	BUDGET DEVELOPED	TRNG CENTER
JUNE	TENTATIVE SCHEDULE DISTRIBUTED	TRNG CENTER
JUNE-SEPT	SCHEDULE CHANGES MADE	TRNG CENTER
SEPT	COURSE CATALOG DISTRIBUTED	TRNG CENTER
OCT	ZONE ALLOCATIONS DETERMINED	TRNG CENTER
OCT-NOV	ZONE TRAINING SCHEDULES DISTRIBUTED	TRNG CENTER
NOV	COURSE NOMINATIONS SUBMITTED	ZONE TRNG COORD
NOV-FEB	TRAINEES SELECTED	TRNG CENTER
DEC-JUNE	COURSES PRESENTED	TRNG CENTER

NRTC NOMINATION AND SELECTION PROCESSES

NOMINATION PROCESS

1. An annual Fire Management Training and Meetings Catalog will be distributed by September 1. Nomination and other information will be contained in the catalog.
2. Nominations will be accepted from each Zone of the Northern Rockies.
3. The Zone Training Coordinators are responsible for coordinating and submitting prioritized nominations.
4. Nominations are to be screened for prerequisite requirements prior to submission to NRTC.
5. Nominations for private individuals and industry will go through the Zone Training Coordinators, but identified as a separate category for allocation purposes. Other nominations from outside the membership of NRCG will be received and considered for selection on a case-by-case basis.

NRTC will not accept incomplete nominations It is the sending Agency / Zone responsibility to assure the nomination is complete before forwarding to NRTC

SELECTION PROCESS

1. Nominees will be screened for prerequisite requirements.
2. Each Zone and private industry will be given their allocated number if they meet the prerequisites.
3. Other factors to considered for remaining selections.
 - Critical or special needs of an agency or zone.
 - Unit's participation in development and presentation of course.
 - Past experience and training identified.
 - Non-NRCG member agency nominations.
4. A zone will be given the opportunity to fill a cancellation if within their allocation.

NARTC NOMINATION PROCESS

<u>TASK</u>	<u>RESPONSIBILITY</u>
1. Review and Prioritize	Agency
2. Collect and submit to Marana	Agency
3. Trouble shoot questions, substitutions, cancellations, trainee communications to the field.	Agency

NOTE: The Out of Area nomination process is to be followed for selected NARTC courses identified in their catalog (i.e., S-520 and S-620).

OTHER "OUT OF AREA" NOMINATIONS

<u>TASK</u>	<u>RESPONSIBILITY</u>
1. Review and Prioritize	Training Committee
2. Collect and Submit	NRTC
3. Trouble shoot questions, substitutions, cancellations, trainee communications to the field.	NRTC

CADRE TRAVEL EXPENSE PROCESS

FOREST SERVICE

1. One hundred percent of travel expenses will be paid by the Northern Rockies Training Center (NRTC).
2. Each NRTC Training Specialist will update the Instructor Per Diem Spreadsheet for their courses. Outside Course Coordinators to provide NRTC Administrative Assistant an estimate of cadre travel information to include: course, dates, instructor, unit, per diem days, airline ticket cost, and mileage for inclusion in the Instructor Per Diem Spreadsheet. This information is to be provided by November 1st for courses scheduled through January 14th and by January 15th for the remainder of the courses.
3. AFD Budget and Finance to initiate an in service authorization (6500-46) to Forests for NRTC cadre travel expense based on the information in the Instructor Per Diem Spreadsheet.
4. Each cadre member to contact the Unit Fire Training Representative for Forest policy and procedures.
5. Amended authorization needs to be sent if expenses exceed estimate.
6. *TRAVEL VOUCHERS MUST BE PROCESSED BY MAY 30th of each year.*

NOTE: Non Region 1, Forest Service cadre member's travel expenses will be 100% covered through the use of an in service authorization (6500-46).

OTHER NORTHERN ROCKIES COORDINATING GROUP (NRCG)

1. Other agencies reimbursed 100% for NRTC cadre travel expenses - to be deducted from agency bill at end of training season (June).
2. Each NRTC Training Specialist will update the Instructor Per Diem Spreadsheet for their courses. Outside Course Coordinators to provide NRTC Administrative Assistant an estimate of cadre travel information to include: course, dates, instructor, unit, per diem days, airline ticket cost, and mileage for inclusion in the Instructor Per Diem Spreadsheet. This information is to be provided by November 1st for courses scheduled through January 14th and by January 15th for the remainder of the courses.

3. Each cadre member to contact the Unit Fire Training Representative for Agency policy and procedures.
4. For an Agency to receive credit for Cadre Travel, *THE NRTC MANAGER MUST RECEIVE DETAILED INFORMATION ON INSTRUCTOR TRAVEL COSTS PRIOR TO MAY 30TH.*

NON NRCG CADRE MEMBERS

1. For non-NRCG cadre members to be reimbursed for travel expenses it must be approved by the Training Manager.
2. Each Course Coordinator to provide NRTC Administrative Assistant an estimate of cadre travel information to include: course, dates, instructor, unit, per diem days, airline ticket cost, and mileage. If the individual is not a Federal Government employee then the Course Coordinator must supply the individuals, name, address and social security number. This information is to be provided by November 1st for courses scheduled through January 14th and by January 15th for the remainder of the courses.
3. Travel Authorization or an in-service authorization to be initiated by the Course Coordinator thru the NRTC Administrative Assistant for Federal Government employees. AFD Budget and Finance Section will issue vendor number in FFIS for non Federal Government employees.
4. An AD-616 Travel Voucher to be signed and submitted by Course Coordinator.

NOTE: A Purchase Order may be issued in lieu of using a Travel Voucher.

BILLING PROCEDURES AND GUIDELINES

NRCG Member Agencies

1. Region 1, Forest Service will allocate money at beginning of year for their share.
2. Other NRCG agencies will be billed at completion of training season.

Non NRCG Member Agencies

1. Billed for tuition at completion of course.
2. Course Coordinator to ensure Part II of nomination form is completed.
3. NRTC Manager will sign and NRTC Administrative Assistant to record data and give nomination form to Budget and Finance Technician for billing on a monthly basis.

Guidelines for Billing

1. Each NRCG member agency's cost will be based on their past three year average percent of student participation times the current year.
2. Cadre travel expenses and course coordination reimbursements will be made through a reduction in the agency's training bill.

POSITION TASK BOOK PROCEDURES

Position Task Books (PTBs) are initiated by the local Fire Qualifications Committee. Trainee requirements include completion of all required training courses and prerequisite experience prior to obtaining an initiated PTB. An individual should not be given a position performance assignment if additional training is necessary to acquire the skills and knowledge required to perform the tasks of a position.

Position Task Books can only be issued by the Fire Qualifications Committee or a Training Specialist on an incident. A Training Specialist may only issue a PTB if there is a clear indication from the home unit that such an action is acceptable. If the Training Specialist issues a PTB, the individual from the home unit authorizing initiation of the PTB must be identified on the front cover. The cover also contains a block of information that identifies the name of the trainee and the date it was initiated. This block must be completed when the PTB is issued.

The Trainee will be responsible for the PTB until it has been completed. After the PTB has been completed the trainee will give it to the Fire Qualifications Committee for position certification and qualifications update consideration.

PERFORMANCE EVALUATION PROGRAM

Northern Rockies Geographic Area

The Performance Evaluation Program (PEP) is designed to facilitate the process for an individual to become qualified in a Type 1 or Type 2 Team position. It includes a method where a trainee may be assigned to a Type 1 or Type 2 Team and a method where a trainee may be assigned to a pool.

METHOD 1

Each type 1 and Type 2 Team will carry trainees. The positions and the number of trainees on teams will be determined by the Northern Rockies Coordinating Group for Type 1 Teams and each Team Zone for the Type 2 Teams. Each trainee will be assigned a mentor who will track the individual through qualification. This would include preparing an individual in a command or general staff trainee position for S-420 or S-520 and recommending them for nomination to the respective course. After a trainee becomes qualified the individual will no longer be carried on the team as a trainee.

METHOD 2

Each Team Zone will maintain a PEP pool of trainees by position. The minimum trainee positions in the pool will be the positions identified in the Zone long Type 2 Teams. There is to be at least one primary and one alternate for each position. Also, the pool will have a primary and one alternate Fire Training Specialist assigned to it. The Training Specialist will track the individuals in the pool through qualification and perform some functions prior to the call up. The Training Specialist will be called in when a Type 1 or Type 2 Team is ordered for an incident within the Dispatch Zone to evaluate with Dispatch and the Incident Management Team the possibilities of trainee assignments.

NRCG Training Committee Members

Zone	Coordinator	Telephone # FAX and Email
Central Montana Zone	Judy Heintz BDF Dillon Dispatch 420 Barrett Street	(406) 683-3991 FAX (406) 683-3925 jheintz@fs.fed.us
Eastern Montana Zone	Diane Devine Custer NF 1299 Rim Top Drive	(406) 896-2900 ext 2923 FAX (406) 896-2950 ddevine@fs.fed.us
North Dakota Zone	David Geyer ND Forest Service 1511 East Interstate Ave.	(701) 328-9985 FAX (701) 328-9947 david.geyer@ndsu.nodak.edu
North Idaho Zone	Gary Boyd 3815 Schreiber Way Idaho Panhandle NF, SO	(208) 762-6903 FAX (208) 762-6909 idcdc@fs.fed.us
Northwest Montana Zone Chair-person	Neil Nelson 1101 U.S. Hwy 2 West Libby, MT 59923	(406) 283-7740 FAX (406) 283-7710 nnelson@fs.fed.us
South Central Montana Zone	Brian Connelley Belgrade Rural Fire Dist. 205 E. Main	(406) 388-4480 FAX (406) 388-6270 firmsrshl@aol.com
Southwest Montana Zone	Kitty Ortman Continuing Education 32 Campus Drive	(406) 243-4638 FAX (406) 243-2047 kortman@fs.fed.us

Technical Specialists

Agency/ Position	Name/ Address	Telephone # FAX and Email
BI A-E	Lydina Big Man Interagency Fire Center 1299 Rim Top Drive Billings, MT 59105	(406) 896-2900 ext 2923 FAX (406) 896-2950 lbighman@blm.gov
BI A-W	Bob McCrea Tribal Forestry 104 Main NE Ronan, MT 59864	(406) 676-2550 FAX (406) 676-2554 jimc@cskt.org
BLM Intelligence Coordinator/ Training Officer	Jean Claybo Interagency Fire Ctr 1299 Rim Top Drive Billings, MT 59105	(406) 896-2943 FAX (406) 896-2952 jclaybo@mt.blm.gov
DNRC Fire Training Supervisor	Eric Kurtz MT DNRC 2705 Spurgin Road Missoula, MT 59804	(406) 542-4282 FAX (406) 542-4242 ekurtz@state.mt.us
Forest Service Training Officer/NRTC Manager	Bob Cunningham NRTC 5765 West Broadway Missoula, MT 59808-9361	(406) 329-4921 FAX (406) 329-4922 rhcunningham@fs.fed.us
Glacier National Park Fire Cache Supervisor	Todd McNeal Glacier National Park Fire Cache West Glacier, MT 59936	(406) 888-7810 FAX (406) 888-7809 todd_mcneal@nps.gov
Idaho Department of Lands Fire and Fuels Management Specialist/Training Officer	Marci Meier Idaho Department of Lands 3780 Industrial Ave. Coeur d'Alene, ID 83815	(208) 666-8648 FAX (208) 769-1524 mmeier@idl.state.id.us
North Dakota Zone	David Geyer ND Forest Service 1511 East Interstate Ave. Bismarck, ND 58503	(701) 328-9985 FAX (701) 328-9947 david.geyer@ndsu.nodak.edu
Yellowstone National Park	Phil Perkins P.O. Box 168 Yellowstone YNP, WY 82190	(307) 344-2180 FAX (307) 344-2184 Phil_perkins@nps.gov

